



BILLING CODE 7515-01U

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2017-052]

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice of availability of proposed records schedules; request for comments.

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when agencies no longer need them for current Government business. The records schedules authorize agencies to preserve records of continuing value in the National Archives of the United States and to destroy, after a specified period, records lacking administrative, legal, research, or other value. NARA publishes notice in the Federal Register for records schedules in which agencies propose to destroy records they no longer need to conduct agency business. NARA invites public comments on such records schedules.

DATES: NARA must receive requests for copies in writing by **[INSERT DATE 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER]**. Once NARA finishes appraising the records, we will send you a copy of the schedule you requested. We usually prepare appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. You may also request these. If you do, we will also provide them once we have completed the appraisal. You have 30 days after we send to you these requested documents in which to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Appraisal and Agency Assistance (ACRA) using one of the following means:

Mail: NARA (ACRA); 8601 Adelphi Road; College Park, MD 20740-6001

Email: request.schedule@nara.gov

FAX: 301-837-3698

You must cite the control number, which appears in parentheses after the name of the agency that submitted the schedule, and a mailing address. If you would like an appraisal report, please include that in your request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins, Director, by mail at Records Appraisal and Agency Assistance (ACRA); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740-6001, by phone at (301) 837-1799, or by email at request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: NARA publishes notice in the Federal Register for records schedules they no longer need to conduct agency business. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a).

Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing records retention periods and submit these schedules for NARA's approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the agency to dispose of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of

records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it creates or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is expressly limited to a specific medium. (See 36 CFR 1225.12(e).)

Agencies may not destroy Federal records without Archivist of the United States' approval. The Archivist approves destruction only after thoroughly considering the records' administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government's activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records (or notes that the schedule has agency-wide applicability when schedules cover records that may be accumulated throughout an agency); provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction); and includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it also includes information about the records. You may request additional information about the disposition process at the addresses above.

Schedules Pending:

1. Department of Energy, Naval Nuclear Propulsion Program (DAA-0434-2015-0007, 61 items, 59 temporary items). Records relating to infrastructure including routine correspondence, general administration, materials management, equipment management, facilities construction, and security and associated records. Proposed for permanent retention are records relating to significant case files and site histories.

2. Department of Health and Human Services, National Institutes of Health (DAA-0443-2017-0002, 1 item, 1 temporary item). Agency-wide research records that support intellectual property rights consisting of project documentation that supports patents or invention rights.

3. Department of Homeland Security, United States Citizenship and Immigration Services (DAA-0566-2017-0025, 1 item, 1 temporary item). Master files of an electronic information system used to create duty schedules for asylum officers to conduct interviews.

4. Department of Justice, Criminal Division (DAA-0060-2017-0024, 3 items, 3 temporary items). Case files, transfer applications, and working files related to international prisoner transfers which allow prisoners to serve sentences in their home countries under treaty agreements.

5. Department of the Navy, Agency-wide (DAA-NU-2015-0004, 47 items, 39 temporary items). Records relating to logistics including routine correspondence, maintenance records, training papers, daily operations, exchange operations, inventory, and related matters. Proposed for permanent retention are records relating to policy,

security assistance, ship inspection, command strategy, publications, loans and gifts, and equipment and allowance tables.

6. Administrative Office of the United States Courts, United States District Courts (DAA-0021-2017-0001, 2 items, 1 temporary item). Records of seven new Civil Nature of Suit Codes to include cases that do not reach trial for False Claims, Family and Medical Leave, Arbitration, and Administrative Procedures. Proposed for permanent retention are cases that reach “issue joined” for Personal Injury-Pharmaceutical, Civil Rights-Education, and Civil Detainee-Conditions of Confinement.

7. Central Intelligence Agency, Directorate of Digital Innovation (DAA-0263-2016-0001, 2 items, 2 temporary items). Obsolete card indexing and retrieval system for records now maintained by the Office of Information Management Services.

8. General Services Administration, Agency-wide (DAA-0269-2016-0007, 4 items, 3 temporary items). Communication program records to include speeches and official communication, records related to special events, ceremonies, and dedications, and program management records. Proposed for permanent retentions are speeches and official communication of administrators, commissioners, and heads of staff and service offices.

9. General Services Administration, Agency-wide (DAA-0269-2016-0008, 4 items, 2 temporary items). Records relating to legislative and Congressional affairs including legislative program records and Congressional property records. Proposed for permanent retention are legislation case files and legislative program reports.

10. General Services Administration, Agency-wide (DAA-0269-2016-0009, 2 items, 2 temporary items). Records relating to special employment categories such as detailees, interns and executive service, and human resources program management.

11. Securities and Exchange Commission, Division of Enforcement (DAA-0266-2017-0009, 1 item, 1 temporary item). Records of financial obligations related to disgorgement, penalties, fees, and interest.

Laurence Brewer,

Chief Records Officer for the U.S. Government.

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